

## HALYBURTON PARK EVENTS CENTER GENERAL POLICIES

### Philosophy

The Halyburton Events Center is open to the public for leasing. The events center is a facility operated for the meeting and recreational needs of the citizens of Wilmington and surrounding communities.

In determining approval of an application to use the events center, the following criteria may be taken into consideration:

- Nature and character of the proposed event
- Potential damage to the facility

### Booking Policies

All potential lessees shall complete an application/inquiry form for use in order to be considered for booking. The inquiry form will include name, dates, and type of event. If the application is approved, a \$50.00 nonrefundable deposit will be required in order to reserve particular date(s) at the facility. **In the event of a cancellation by the lessee, the \$50.00 deposit will not be refunded.**

At the time the nonrefundable fee is received, a contract for use will be prepared. Original contracts will be arranged and executed by the City's Parks, Recreation and Downtown Services Division and will include rental fee information, event date, facility contact information, exact event requirements with regard to equipment, facility use restrictions, and any other special notes regarding the event. Once the contract is drawn up and sent to the lessee, the lessee will have fourteen days as stated on the contract to return the contract signed and paid in full in order to hold the reservation. Payment in full must be made before the date of the event.

The events center may be leased during any day of the week or weekend between the hours of 8 a.m. until 11 p.m. If you would like to view the facility please call 341-0075 to schedule an appointment.

### Fees

Leasing costs vary depending upon the nature of the user. Users are identified as nonprofit groups or private/profit groups. **Nonprofits** must be able to produce proof of such designation, such as the organization's 501-C (3) number. **Private/profit** groups include weddings, receptions, reunions, government agencies, or community benefit groups.

Nonprofit	\$325 four-hour block, \$81.25/hr. each additional hour Plus deposits*, plus a \$20/hr. attendant fee before or after regular building hours.
Private/profit	\$475 four-hour block, \$118.75/hr. each additional hour Plus deposits*, plus a \$20/hr. attendant fee before or after regular building hours.

\*\$100 refundable clean-up deposit and a \$200 refundable damage deposit are required.

Business	\$225 two-hour block, \$50/hr. each additional hour M-F 8am – 5pm A \$100 clean-up deposit is required.
----------	--

If the renter of the facility charges or solicits any fees, dues or admission, or if merchandise is sold the renter will be required to pay the City of Wilmington 10% of gross receipts collected. The renter will furnish the City of Wilmington with an itemized statement of fees collected. The balance of fees and itemized statement will be due within 24 hours or on the Monday following the weekend rental.

New Hanover County Government Agencies may use the facility at no charge.

### **Food/Beverage**

Food or beverages, if desired, must be provided by the lessee. Alcoholic beverages are permitted at the event center only. The lessee will be permitted access to the kitchen area to prepare or store food/beverage items.

### **Entertainment**

Musical groups or disc jockeys are permitted. The lessee is requested to consider the surrounding residential area when planning musical entertainment. In the case of outdoor entertainment, the lessee shall be subject to the general prohibitions of the City's noise ordinance. Any noise or activity that constitutes a disturbance to occupied neighboring property is subject to enforcement if the noise exceeds levels set forth in the City's ordinance.

### **Cancellation of an event**

If an event is cancelled by the City or the lessee due to inclement weather or other state of emergency, a date mutually agreed upon between the City and lessee will be scheduled for the event at no additional charge. If no mutually agreed upon date can be reached, the City will refund to the lessee the payment, after deducting the original \$50 nonrefundable reservation fee. If the lessee cancels the event with more than two weeks notice, the lessee will receive a 50% refund, plus the clean-up and damage deposit. If the lessee cancels the event with less than two weeks notice, only the clean-up and damage deposit will be refunded. In the event of a cancellation, it will be the responsibility of the lessee to make all necessary arrangements to notify the group or public of the details of the cancellation, including contacting the media if applicable.

### **Prohibited Equipment/Facility Modifications**

Permanent alterations of the facility in any way, including adjustments to electrical power or modifications to the center, deck area, natural area, restrooms and kitchen area, are prohibited.

### **Facility Clean-up**

Any clean-up task not completed to the satisfaction of the LESSOR will result in the forfeit of the entire \$100 clean-up deposit. A check list will be completed by the LESSEE and LESSOR at the termination of the event. If all tasks are not completed by the event ending time or attendees have not vacated the park by the event ending time, the party will be charged for an additional two hours which may be deducted from the clean-up and/or damage deposit.

<b>Halyburton Park Events Center Clean Up Checklist</b>
---

All items on the check list must be completed and approved by park staff. Any task not completed to satisfaction will result in the forfeit of the entire \$100 clean up deposit. If all tasks are not completed by the event ending time or attendees have not vacated the park by the event ending time, the party will be charged for an additional two hours which may be deducted from the clean-up and/or damage deposit.

- **FURNITURE**

- ☐ chairs and tables clear of wax, paint, etc.
- ☐ chairs and tables put away in storage and kitchen

- **SWEEP** all areas used by lessee, this includes:

- ☐ private bathrooms
- ☐ kitchen
- ☐ event room
- ☐ back-patio

- **CLEAN COUNTERS**

- ☐ event room
- ☐ kitchen
- ☐ private bathrooms

- **TRASH**

- ☐ take all trash generated by the lessee to the dumpster
- ☐ place new trash bag in trash cans

- **KITCHEN**

- ☐ wipe down stove
- ☐ refrigerator empty, clean
- ☐ microwave clean
- ☐ mop floor

- **PARKING LOT**

- ☐ trash left by attendees is picked up

- **OUTDOOR PATIO AND LAWN**

- ☐ pick up all cigarettes generated by event
- ☐ pick up all trash generated by the lessee and take to the dumpster (includes flowers, ice, etc.)

I verify that the above tasks were completed and the attendees were vacated by the event ending time of \_\_\_\_\_.

CITY OF WILMINGTON, LESSOR

BY: \_\_\_\_\_  
Date

LESSEE

BY: \_\_\_\_\_  
Date

# Sample Layouts for Halyburton Events Center

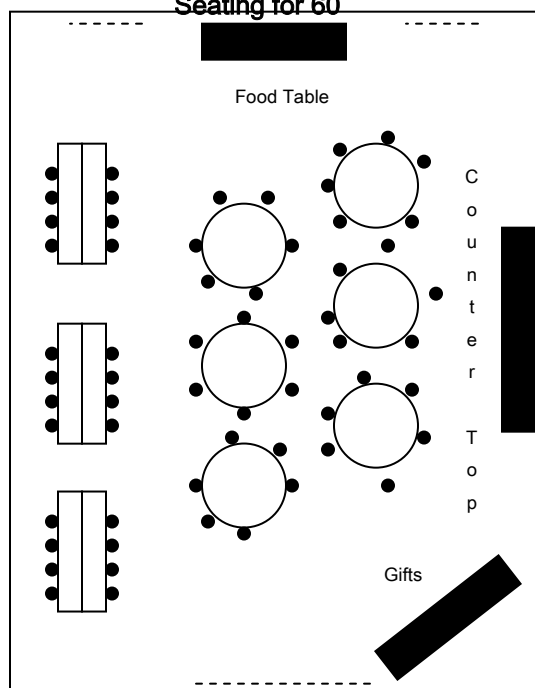
**Tables:** 10 – 8' x 2' Rectangle    8 – 5' Round    1 - 5' Banquet    1 - 6" Banquet    3 - 8' Banquet

**Chairs:** 60 – Chairs

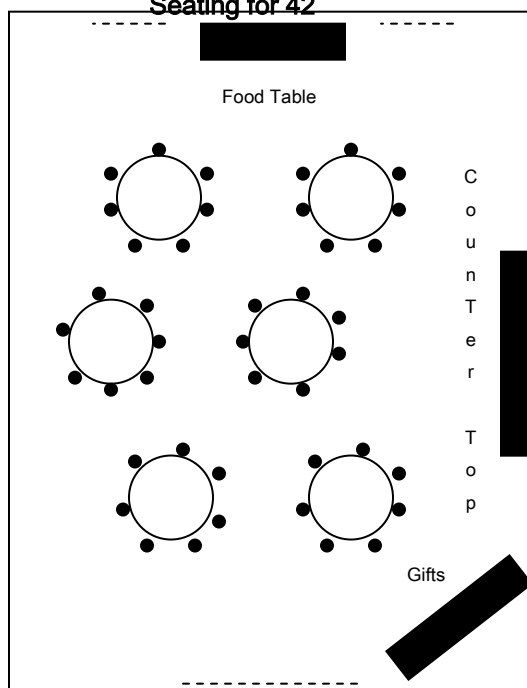
**Maximum Capacity Indoors – 60 seated, 110 standing (not drawn to scale)**

## Weddings

**Seating for 60**

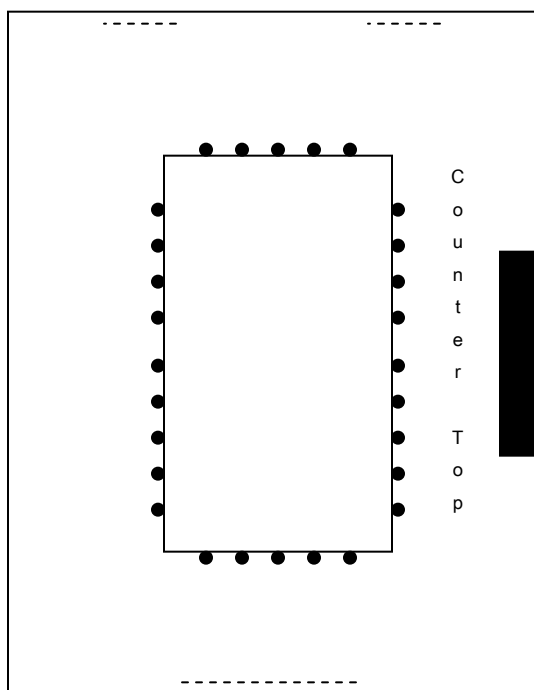


**Seating for 42**

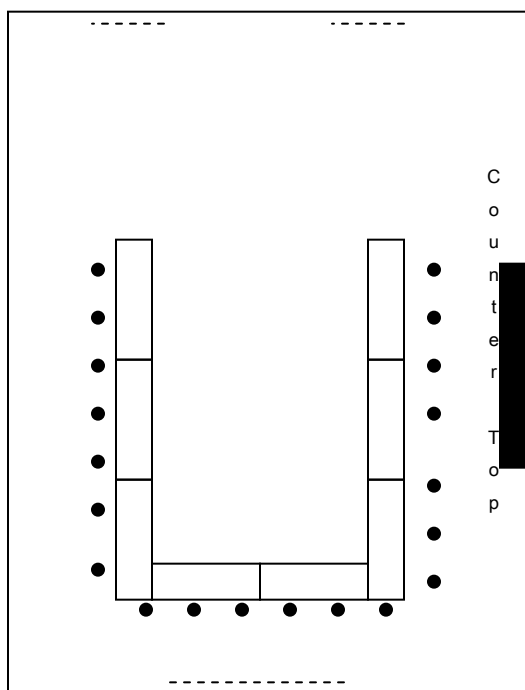


## Meetings/Training Seminars

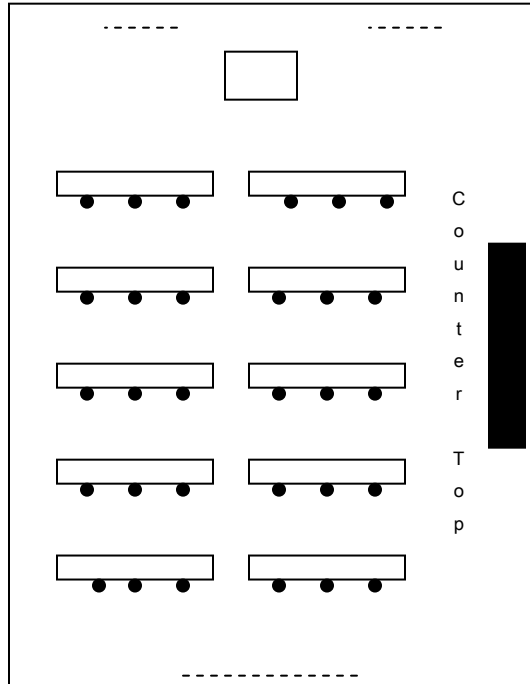
**Seating for 28**



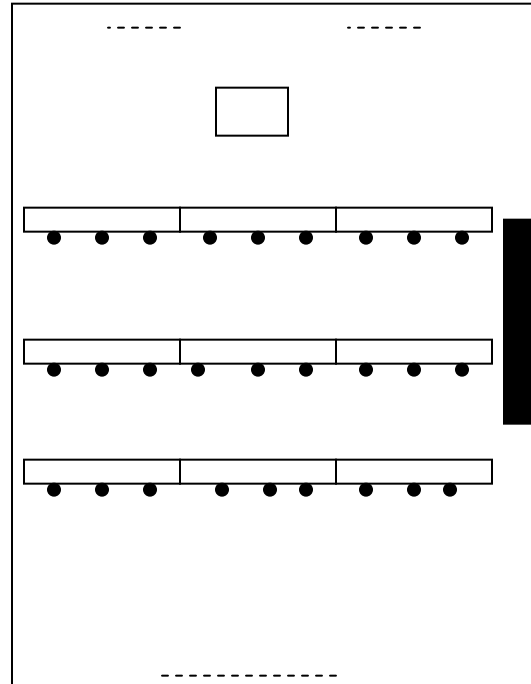
**Seating for 20**



Seating for 30



Seating for 27



# HALYBURTON PARK EVENTS CENTER

## APPLICATION/INQUIRY FORM FOR RENTAL

### EVENT CONTACT INFO

Name: \_\_\_\_\_  
Bride's name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_ @ \_\_\_\_\_

### PAYEE CONTACT INFO

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_ @ \_\_\_\_\_

### EVENT DETAILS

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of Event: \_\_\_\_\_  
Rehearsal Date if wedding \_\_\_\_/\_\_\_\_/\_\_\_\_ (Friday 4-5pm only and must be scheduled)

Total Rental Time: \_\_\_\_\_ to \_\_\_\_\_ (facility is only available to lessee during these hours)  
Set-up Time: (minimum 1 hour) \_\_\_\_\_ to \_\_\_\_\_ (additional time may be required for extensive set up)  
Event Time: \_\_\_\_\_ to \_\_\_\_\_  
Clean-up Time: (minimum 1 hour) \_\_\_\_\_ to \_\_\_\_\_

Number attending event: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Special Considerations: \_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF EVENT

Music: Yes \_\_\_ No \_\_\_ Name of Band or DJ: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Food: Yes \_\_\_ No \_\_\_ Name of caterer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Beer/Wine: Yes \_\_\_ No \_\_\_

Equipment Rental: Yes\_\_\_ No\_\_\_ Type: Chairs \_\_\_ Tables \_\_\_ Dishware\_\_\_ Glasses\_\_\_ Tent\_\_\_

Name of company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Time of drop-off: \_\_\_\_\_ Time of pick-up: \_\_\_\_\_

**This form can be mailed, faxed or emailed back to:**

Halyburton Park Events Center

4099 S. 17<sup>th</sup> St

Wilmington, NC 28412

(910) 794-6003 fax

[info@halyburtonpark.com](mailto:info@halyburtonpark.com)

**Questions? Please call (910) 341-0075**

### THIS SECTION FOR STAFF USE ONLY

Date Deposit Paid: \_\_\_\_\_ Date Contract Sent: \_\_\_\_\_

Contract/Payment Due: \_\_\_\_\_ Total Payment Due: \_\_\_\_\_

Date Paid in Full: \_\_\_\_\_

Payment Method:

Check# \_\_\_\_\_ Credit Card # (last 4 digits) \_\_\_\_\_ Cash \_\_\_\_\_